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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 12 August 1955

FROM : Chief, Plans and Policy Staff *W*SUBJECT: Weekly Summary Report - No. 32
2 - 9 August 1955I. SIGNIFICANT ITEMS:A. Support Planning

On 5 August a revised draft of Annex C, "Support," Section VII - Training Support, was submitted to the Chairman, SSPB Support Committee. Relevant portions of this draft were coordinated with the Chief, Operations School, Chief, A&E Staff, and the Deputy Director, OTR.

B. Office of Basic Intelligence

On 4 August 1955, members of the Plans and Policy Staff called on the Assistant Director for Basic Intelligence for the purpose of requesting him to designate a training officer and to discuss ways and means whereby OTR could be of assistance to OBI. In the course of the discussion, [] expressed interest in OTR area programs and particularly in summer area seminars which OTR sponsors at []. [] further stated that in his view a year's tour of duty in OBI would be the best possible foundation for the career preparation of JOT's scheduled for ultimate assignment in DDI. He would like to have two JOT's detailed to his office as part of their career preparation as soon as possible. This information has been passed on to the Chief, JOT Program. Mr. [] has made arrangements for a meeting between Dr. [], Deputy Assistant Director, OBI, on 15 August.

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II. OTHER ITEMS:A. Criteria for Agency Sponsorship of External Training

The staff is editing the paper prepared by Chief, LETS, for publication in the form of an Agency Notice. This and many other miscellaneous policy and procedural papers issued as informal memoranda are being collected and reviewed for consolidation in a revised draft of CIA []

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B. ORR Briefing of OTR Personnel

Arrangements were concluded for a briefing of OTR personnel by the Assistant Director for Research and Reports, his deputies, and members of his staff. The purpose of this briefing is to relate ORR activities and problems which bear upon the capacity of OTR to provide training support to ORR. The session was scheduled for 10 August.

C. OTR Fifth Anniversary Report

During the week, Mr. [] has conferred with various members of Staffs and Schools, first on the gathering of information for the Fifth Anniversary Report, and second, on the means of presentation. It is now proposed to keep the presentation short and to use graphic aids and illustrations to sharpen the impact.

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III. PERSONNEL NOTES:

A. Training Programs for Plans and Policy Staff Personnel

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[Redacted Box]

B. Orientation of Mr. []

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During this period, Mr. [] has been briefed by the Chief, LETS, Chief, Intelligence School, Chief, Basic School, Chief, A&E Staff, and Chief, JOT Program as part of his indoctrination in OTR. In addition he has reviewed portions of the OTR budget presentation, the history of the Office of Training, and recent staff studies dealing with current OTR problems.

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C. Leave Status

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Mr. [] will be on leave during the period 8 through 26 August. Mr. [] will be on leave from 12 through 22 August.

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